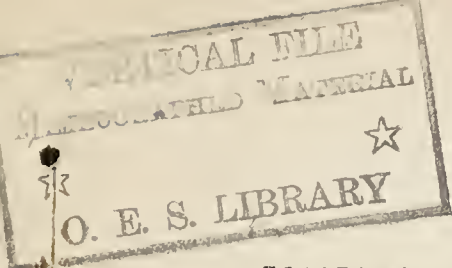


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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
IN THE STATE OF _____
BY THE COLLEGE OF AGRICULTURE, UNIVERSITY OF _____
AND THE U. S. DEPARTMENT OF AGRICULTURE, UNDER THE TERMS OF THE GENERAL MEMORANDUM
OF UNDERSTANDING, EFFECTIVE _____

PROJECT NO. _____.

NAME OF PROJECT: - - Home demonstration work in the counties and cities of _____ by means of home demonstration agents.

LEADER: - - - - -

LOCATION: - - - - - State of _____.

HEADQUARTERS: - - - -

DATE EFFECTIVE: - - - -

LEGAL AUTHORITY: - - - H. R. 12714, the agricultural appropriation Act of 1919; H. R. 11945, the emergency agricultural appropriation Act for 1919; the federal agricultural extension act of 1914 (Smith-Lever Act); and State, county, and city appropriations.

OBJECT: - - - - - (1) To assist women in rural and urban communities in their efforts to increase home industries such as gardening, poultry-keeping, bee-keeping, and dairying, and to organize the machinery of the household in order to conserve time, labor and strength, and commodities, such as food and clothing, needed by the war-devastated countries during the reconstruction period.

To assist women in their efforts to achieve and to maintain the highest possible standards of health and efficiency in their own families and in their communities.

(2) To give instruction and practical demonstrations in order to secure the adoption of better housekeeping methods, organization and administration, for the purpose of making the rural and urban homes and their surroundings more healthful and profitable in any way that will conduce to greater content and well-being.

METHOD OF PROCEDURE: - Women well trained in the science and practice of home economics and known as home demonstration agents will be employed and located permanently, one in each county, (with or without assistants) as rapidly as local support and interest can be secured and funds will permit.

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

TO: [illegible]
FROM: [illegible]

RE: [illegible]
SUBJECT: [illegible]

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The home demonstration agent will primarily strive to develop leadership among all classes of home-makers in the territory in which she is located and will assist them to discover and appreciate problems concerned with home life and home-making and will work with them in projects that may be adopted for the solution of these problems.

These home demonstration agents will coordinate and apply the results of the work of the several departments of the college of agriculture of the State of _____, of United States Department of Agriculture, and of other research institutions with such studies of household practice as may be made by the home demonstration agent in the course of her work. As she becomes familiar with the needs of the community, she will carry concretely to the housekeepers of the county or city in their own homes the knowledge of sound principles and successful practices in home economics.

Housekeepers will be met individually and in groups for the purpose of study, lecture and demonstrations in their homes, schools, public halls, and elsewhere. The aim in all cases shall be to have this demonstrational work continued or practiced in the individual home or the community until it is habitually functioning in the routine life of the people.

In so far as may be possible and desirable the home demonstration agent will assist in the reorganization and redirection of the household practices of the community and in the correlation of all economic and social forces working for the improvement of the rural home and country life.

The county farm bureau will be recognized as the organization through which the home demonstration agent will carry on her work with the women in rural sections. A similar organization or, if it is desirable, the county farm bureau, will be the recognized organization with which the urban home demonstration agent will work. She will also cooperate, as far as possible, with existing local organizations whose objects are the improvement of household practices, marketing, the purchasing of household supplies and educational, home and social conditions among women throughout the State.

The urban home demonstration agents will be located in cities having a population of 30,000 or more who will cooperate with existing organizations, create a new organization wherever feasible, which shall be in plan and principle similar to that of the county farm bureau. The purpose of the urban work will be identical with that carried on in rural sections and will include instruction,

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is a summary of the work done and the results obtained.

2. The second part of the report deals with the work done in the various departments. It is a detailed account of the work done in each department and the results obtained.

3. The third part of the report deals with the work done in the various departments. It is a detailed account of the work done in each department and the results obtained.

4. The fourth part of the report deals with the work done in the various departments. It is a detailed account of the work done in each department and the results obtained.

5. The fifth part of the report deals with the work done in the various departments. It is a detailed account of the work done in each department and the results obtained.

6. The sixth part of the report deals with the work done in the various departments. It is a detailed account of the work done in each department and the results obtained.

practical demonstrations, lectures, distribution of publications and correspondence and all matters relating to practical home-making. The ultimate aim of the urban program will be, as well as that of rural, to have this demonstrational work functioned in the homes of the city

ORGANIZATION: - - - -

The organization for work with city women will follow the regular plan of organization for rural women or will be modified as may be found necessary and expedient in securing results. Local support for urban work will be derived from city funds or contributions from public organizations.

The regular home demonstration work for the State of _____ will consist of a State leader of home demonstration agents and as many assistant State leaders of home demonstration agents as may be necessary, who will be supervised by the director of extension in his method of organization and plan of work.

In the counties the home demonstration agent shall be practically coordinate with the county agent. It is understood, however, that for administrative purposes with the farm bureau and to insure unity of plan and harmony in supervision, the administration of the work shall be intrusted to one agent, either agricultural or home, who shall be designated by the State leader of farm bureaus as most competent for this work.

The State leader of home demonstration agents shall be responsible to the Home Economics and related departments of the college of agriculture for the subject matter.

The urban home demonstration agent will be considered the administrative head of the city organization in its connection with the extension department of the State college of agriculture.

All counties and cities now organized for home demonstration work in the State of _____ will come under the terms of this project agreement. The eventual organization contemplates a home demonstration agent, with one or more assistants, in every county of the State and in as many of the larger cities as the necessary local support can be secured. In general it will be the policy to appoint an assistant leader of home demonstration agents to each fifteen to twenty county home demonstration agents.

The State leader of home demonstration agents, acting under plans jointly agreed upon by the parties to this project, will cooperate with the State leader of county agents in aiding counties within the State to

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organize for the support of the home demonstration work and will, subject to the approval of the cooperating parties, select home demonstration agents for the counties and cities, and will inaugurate and direct their work. The State leader of home demonstration agents, the assistant State leader of home demonstration agents, and the county home demonstration agent shall be mutually acceptable to and joint representatives of the college of agriculture of the State of _____ and the United States Department of Agriculture. They will make monthly and annual reports as may be agreed upon by the parties of this project.

The State leader of home demonstration agents will make a duplicate monthly report covering her own work, as well as the work of her assistants, and the county and city agents, one copy of which will be sent to the Office of Extension Work, North and West. The county and city home demonstration agents will make weekly reports covering their work to the State leaders of home demonstration agents, and will make annual reports, one copy of which will be sent to the Office of Extension Work, North and West.

These reports should also include definite achievements brought about in the homes and in the communities through the efforts of the housewives who have been acting as local leaders and assistants in the program of work.

It is understood that after the work contemplated in this project has been jointly planned and agreed upon, its administration will be intrusted to the extension division of the college of agriculture of the State of _____, and at any time the work may be visited for purpose of observation by a representative, or representatives of of the Office of Extension Work, North and West.

It is understood that no changes in policy in the conduct of the work herein set forth shall be put into execution before being mutually agreed upon by the administrators of the extension division of the State college of agriculture of the State of _____, and the chief of the Office of Extension Work, North and West, subject to the approval of the parties of this project agreement, and the dean of the college of agriculture, of the State of _____. This project agreement may be abrogated by either party upon giving official notice in writing to the other party.

COOPERATION: - - - -

This project comes under the General Memorandum of Understanding in the State of _____, effective _____. In the financial cooperation it is contemplated that the State and the U. S. Department of Agriculture will contribute not to exceed _____ of the salary and expenses of any county or city home demonstration agent, the remainder of the total cost to be paid

by the county, city, or by other approved parties. The local cooperating party, or parties, will also furnish office room facilities, clerical help, supplies, and means of travel (usually an automobile) throughout the county.

HISTORY: - - - - -

SOURCES OF

MAINTENANCE: - - - -

The Smith-Lever Act, Emergency Food Production Act, State appropriations to the amount of _____ and funds from other sources as indicated in the following financial statement:

FINANCIAL ESTIMATE FISCAL YEAR ENDING JUNE 30,-----.

Classification	TOTAL	SMITH-LEVER	U.S.:	D.A.:	College:	County:	Other
		Federal	State:	Funds	Funds	Funds	Funds
ADMINISTRATIVE							
State Home							
Demonstration Agent:							
Salary.....							
Expenses.....							
Asst. State							
Home Demonstration Agent							
Salary.....							
Expenses.....							
Clerks:							
County home demonstra-							
tion agents:							
Salary...							
Expenses:							
Salary...							
Expenses:							
Salary...							
Expenses:							
TOTAL							

PUBLICATIONS: - - - -

Publications on home economics subjects issued by the U. S. Department of Agriculture and the State College of Agriculture of the State of _____, will be used in connection with the work under this project as may be desirable, and in so far as possible will be distributed through the State leader of home demonstration agents. Records and data secured in the pursuance of this work shall be available to each of the cooperating parties alike, who shall be free to use these results in official correspondence and in publications subject to the approval of the other cooperating parties. In all publications of results, proper recognition will be made of the cooperative nature of the work and of the various institutions concerned.

SIGNATURES:

Date _____
Director, States Relations Service, U. S. D. A.

Date _____
Chief, Office of Extension Work, Northern and Western States.

Date _____
Director, Extension Division of the _____ State College
of Agriculture.

Date _____
Acting Secretary of Agriculture.

